LC SERIES



OPERATING INSTRUCTIONS
MODELS LCLX, LCMX, TLCL, TLCM

LOCK MODES

A maximum of two users can exist in a lock. A lock can operate in either **Single Mode** or **Dual Custody Mode**.

Note: *For a UL listed installation, only one user can be activated.*

- **Single Mode**

Single Mode defaults to having only a **Manager User** (User 1) in the lock. A **second user** (User 2) can then be added by the Manager User (User 1). (See section on **Manager User Operations**.)

In Single Mode only one valid user combination is required to open the lock - the Manager User (User 1) combination or the User 2 combination.

Note: ***Default lock status from the factory is Single Mode with an opening combination of "50 25 50" for the Manager User (User 1).***

- **Dual Custody Mode**

Dual Custody Mode defaults to two users in the lock - **User 1** and **User 2**.

Both user combinations are required to open the lock - the User 1 combination and the User 2 combination.

Note: *Manager User Operations are not available in Dual Custody Mode.*

LOCK OPERATING CONVENTIONS

- The LC Series lock models are battery powered (PowerSaver™ Technology.)
- To **clear** a combination or keystroke, press the * key.
- If the bolt is not retracted within 4-6 seconds after a valid opening combination is accepted, the lock will "relock".
- **Slide Bolt (Auto Locking) Technology:** Once a combination has been entered and accepted, the lock bolt movement works in conjunction with the bolt works of the container. When the bolt works are disengaged to open the container, the lock bolt will slide into the "unlocked" or retracted position. Once the bolt works are extended to the locked position, the lock bolt automatically slides into the "locked" position. The lock will not open if force is applied to the end or side of the bolt.

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LOCK RESPONSES

- Each keystroke generates a green flash -G- with a beep.
- The completion of a step within an operation is indicated by a green flash -G- with a beep.
- The successful completion of an operation is indicated by a green/red flash with a beep -G–R-.
- An error is indicated by three red flashes with beeps. -R- -R- -R-
- A low battery is indicated by continuous alternating green and red flashes with beeps (-G- -R- -G- -R- ...) after a lock opening.
- Bolt end pressure is indicated by a maximum of twelve red flashes -R- followed by a green/red flash with a beep -G–R- after a correct opening combination has been entered. If the bolt end pressure is relieved before all twelve red flashes are displayed, the red flashes will terminate and a green flash with a beep -G- will occur indicating that the lock can now be opened.
- If an attempt is made to initiate an operation that begins with a # on a Model TLC lock during Time Delay, you will get an error indicator of three red flashes with beeps -R- -R- -R- after the first two keystrokesof the operation.

TO UNLOCK

1. • **For Single Mode** (Factory combination is "**50 25 50**".)

   Enter Manager User (User 1) or User 2 combination. -G-

   • **For Dual Custody Mode**

   Enter User 1 or User 2 combination. -G-

   Enter the second combination. -G-

   Wrong Try Penalty: 5 wrong tries = 3 min. lockout
   Each additional wrong try = 3 min. lockout
   Red flashes with beeps -R- will occur during the lockout.

2. **Immediately rotate the container handle** to retract bolt works **before a green/ red flash with beep** -G–R- occurs (4 second opening window). Open the container door. To close and lock the container, close the door and rotate the container handle back to locked position.

CHANGE COMBINATION

Caution: ***Before changing combination, open the container door to allow testing with the new combination. Record new combination and store it in a secure place.***

1. • **For User 1 (Manager User in Single Mode)**

   Press **#**. Press **1**.

   • **For User 2**

   Press **#**. Press **#**. Press **1**.

   • **For Courier** (Only available on the Model TLC lock.)

   Press **#**. Press **#**. Press **#**. Press **1**.

2. Enter current combination. (Factory combination is "**50 25 50**".)
3. Enter new six-digit combination.
4. Enter new combination again for verification.
5. Open the lock with the new combination before closing container.

CHANGE LOCK MODE (SINGLE / DUAL CUSTODY)

Note: ***Changing the lock mode will reset the combination(s) to "50 25 50". If a courier exists in the lock, it will be deleted when the mode is changed. For a Model TLC lock, no change will be made to the Time Delay values.***

1. Press **#**. Press **2**.
2. • **If changing from Single to Dual Custody Mode**

   Enter Manager User (User 1) combination.

   • **If changing from Dual Custody to Single Mode**

   Enter User 1 or User 2 combination.

   Enter the second combination.

SET DELAY TIME AND OPENING WINDOW*

*** This feature is only available on the Model TLC lock.**

1. Press **#**. Press **5**.
2. • **For Single Mode** (Factory combination is "**50 25 50**".)

   Enter Manager User (User 1) combination.

   • **For Dual Custody Mode**

   Enter User 1 or User 2 combination.

   Enter the second combination.
3. Enter number of minutes (01-99) you want to delay lock opening or "00" to disable time delay.
4. Enter delay time again for verification.
   If not "00", proceed to step 5.
5. Enter number of minutes (01-20) for the delayed opening window.
6. Enter number of minutes for the delayed opening window again for verification.

Note: ***A change in delayed opening will not take effect until after the next opening of the lock.***

TO UNLOCK WITH TIME DELAY*

*** This feature is only available on the Model TLC lock.**

If operating a Model TLC lock with a Delay Time set to something other than 0, red flashes will display every 4 seconds after a combination has been entered and will continue during the time delay.

Green flashes display with beeps to indicate the opening window is active and will continue during the opening window.

Enter the combination(s) to open the lock before the opening window expires.

If a combination other than a valid Courier combination is entered during the time delay, you will get an error indicator of three red flashes with beeps.

COURIER OVERRIDE OF TIME DELAY*

*** This feature is only available on the Model TLC lock.**

If you wish to override time delay on a Model TLC lock with a Delay Time set to something other than 0, the Courier combination can be entered during the time delay window once another user has initiated the time delay. If the Courier combination is entered successfully, green flashes will display with beeps to indicate the opening window is active and will continue during the opening window.

Enter the combination(s) to open the lock before the opening window expires.

If the combination entered is not a valid Courier combination, you will get an error indicator of three red flashes with beeps.

Manager User Operations

These operations are only available in Single Mode and can only be performed by the Manager User (User 1). All Manager User Operations involve management of User 2 and the Courier (TLC only).

User 2 can have a lock access status of “Enabled” or “Disabled”. If “Enabled”, User 2 can open the lock. When User 2 is added to the lock, the default lock access status is “Enabled”. The Manager User (User 1) has the authority to change the lock access status for User 2. If “Disabled”, User 2 will not have the ability to open the lock.

ADD USER 2

1. Press **#**. Press **3**. (G)
2. Enter Manager User (User 1) combination. (G)–(R)

Note: ***User 2 is added to the lock as “Enabled” with a factory combination of “50 25 50”. User 2 can change the User 2 combination while Enabled, but only the Manager User (User 1) can change the lock access status.***

DELETE USER 2

1. Press **#**. Press **4**. (G)
2. Enter Manager User (User 1) combination. (G)–(R)

ENABLE USER 2

1. Press **#**. Press **6**. (G)
2. Enter Manager User (User 1) combination. (G)–(R)

Note: ***If you try to enable User 2 when already enabled, you will get an error indication.***

DISABLE USER 2

1. Press **#**. Press **7**. (G)
2. Enter Manager User (User 1) combination. (G)–(R)

Note: ***If you try to disable User 2 when already disabled, you will get an error indication.***

ADD COURIER*

***This feature is only available on the Model TLC lock.**

1. Press **#**. Press **#**. Press **3**. (G)
2. Enter Manager User (User 1) combination. (G)–(R)

Note: ***The Courier is added to the lock with a factory combination of “50 25 50”. The combination must be changed before the Courier is enabled to override Time Delay.***

DELETE COURIER*

***This feature is only available on the Model TLC lock.**

1. Press **#**. Press **#**. Press **4**. (G)
2. Enter Manager User (User 1) combination. (G)–(R)

Battery Replacement

Read all instructions before attempting to replace the battery in an LC Series lock. The battery is located in the keypad assembly.

REPLACE LC BATTERY



Figure 1

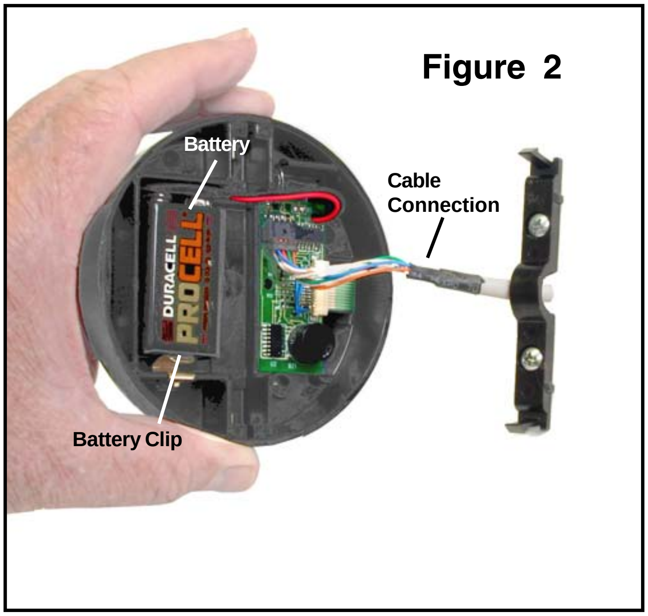


Figure 2

To replace the battery, you must first remove the keypad assembly.

For Lexan lock:

Insert the blade of a flat head screwdriver under the keypad housing at a point about 15 degrees to the right of 6 o'clock on the face of the keypad (below the Enter key). (See Figure 1.) There is a small indentation on the back edge of the keypad housing that will allow the screwdriver to easily be inserted at this point. Pry the keypad assembly from the face of the safe being careful not to damage the cable connection from the safe to the keypad assembly. (See Figure 2.)

For Metal lock:

Press the keypad release button found on the bottom of the keypad housing.

Remove the old battery and replace with a new 9-Volt battery. (See Figure 2.) Reattach the keypad **being careful not to pinch the battery cable between the keypad housing and the mounting bracket**.

Test the operation of the lock before closing the container. If the combination is entered successfully, one green flash displays to indicate the lock is ready to open. Rotate the container handle to retract the bolt. If the test is successful, the lock and container are now ready for use.

If the lock does not operate successfully, remove the keypad once again to check the cable and battery connections.

NOTES

This product is covered by one or more of the following U.S. patents:

4,803,860	5,170,431	5,265,452	5,271,253	5,410,301	5,451,934	5,488,358	5,488,660
5,493,279	5,511,401	5,590,917	5,592,838	5,709,114	5,774,058	5,774,059	5,870,914
5,873,276	5,881,589	5,893,283	5,896,026	D366,822	D388,308	D388,309	

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